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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/065,282	09/30/2002	John W. Rojas	F-522

CONFIRMATION NO. 5697

919  
PITNEY BOWES INC.  
35 WATERVIEW DRIVE  
P.O. BOX 3000  
MSC 26-22  
SHELTON, CT 06484-8000

## FORMALITIES LETTER



\*OC000000008949542\*

Date Mailed: 10/15/2002

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

12/26/2002 GWORDF1 00000031 161885 10065282 FILED UNDER 37 CFR 1.53(b)  
01 FC:1051 130.00 CH

*Filing Date Granted***Items Required To Avoid Abandonment:**

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.

**SUMMARY OF FEES DUE:**

Total additional fee(s) required for this application is **\$130** for a Large Entity

- **\$130** Late oath or declaration Surcharge.

*A copy of this notice **MUST** be returned with the reply.*

*Y.G.*  
Customer Service Center  
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

In re patent application of:

John W. Rojas et al

Serial No.: 10/065,282

Filed: September 30, 2002

For: METHOD AND SYSTEM FOR CREATING A DOCUMENT HAVING  
META DATA

) Attorney Docket No.: F-522

) Customer No.:



) 00919

) PATENT TRADEMARK OFFICE

) Group Art Unit: TBD

) Date: December 16, 2002

**RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION**  
**FILING DATE GRANTED**

Box Missing Parts  
Assistant Commissioner for Patents  
Washington, D.C. 20231

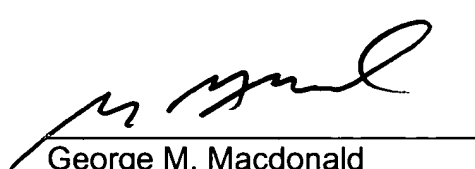
Sir:

In response to the Notice to File Missing Parts of Application mailed October 15, 2002 (copy attached as required), enclosed is a Declaration and Power of Attorney for the above-identified patent application.

Please charge the \$130.00 fee to our Deposit Account No. 16-1885. A duplicate copy of this response is enclosed for use in charging the Deposit Account.

Please charge any additional fee or credit any overpayment to our Deposit Account 16-1885.

Respectfully submitted,

  
George M. Macdonald  
Reg. No. 39,284  
Attorney of Record  
Telephone (203) 924-3180

PITNEY BOWES INC.  
Intellectual Property and  
Technology Law Department  
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### CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to:

Box Missing Parts  
Assistant Commissioner for Patents  
Washington, D.C. 20231

on December 16, 2002  
Date of Deposit

George M. Macdonald  
Name of Registered Rep.

  
\_\_\_\_\_  
Signature

December 16, 2002  
Date